



ACHIEVEMENT SERIES

Accessing Classroom Reports

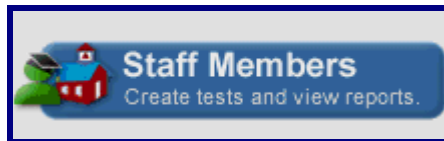
Achievement Series Classroom Reports are available *by class* at the school sites.

District Location Controllers and District Administrators access Classroom Reports by logging into the District Site and then *changing* to a School site.

School Location Controllers, School Administrators and Teachers access Classroom Reports by logging directly into the School Site.

Section 1: Login to the School Site

1. Launch the Internet Browser and go to <http://www.achievementseries.com/>
2. Click the **Staff Members** button.



3. In the Login box, enter your **Site ID**, **Staff ID** and **Password**.

NOTE: If you are logging in to the District Site, you will need to click the **Change** link and then select the appropriate School site.

Administrative Login

Site ID:

Staff ID:

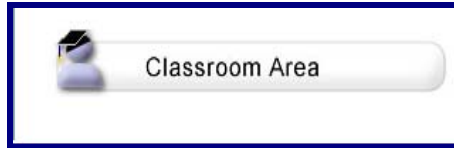
Password:

Login

A C H I E V E M E N T S E R I E S

Section 2: Classroom Area Overview

1. At the School home page, select the **Classroom Area** button.



When you arrive in the Classroom Area you will see four (4) tabs.

- **Classroom Tests:** Provides tools for teacher to create classroom tests.
 - **Classroom Gradebook:** Stores classroom test scores for each access.
 - **District Gradebook:** Stores District Test scores for students in the class.
 - **Shared Tests:** Stores tests shared by other staff in the same school.
2. Access District Test scores by selecting the **District Gradebook** tab.
 - *Test Names* appear above columns containing students' test scores.
 - The *Class Average* for a test appears at the top, just below the test name.
 3. Click the **A+** button by the test *Class Average* to access Classroom Reports.

Proceed to Section 3 for instructions on how to navigate and access the reports.

Note to Classroom Teachers

Additional training can be requested to learn how to use the Classroom Module. This training includes creating and administering online and/or scanner-based tests, and how to share tests with other staff in the school. If Skills Connection Item Banks are purchased for teacher made testing, training will be included.

ACHIEVEMENT SERIES

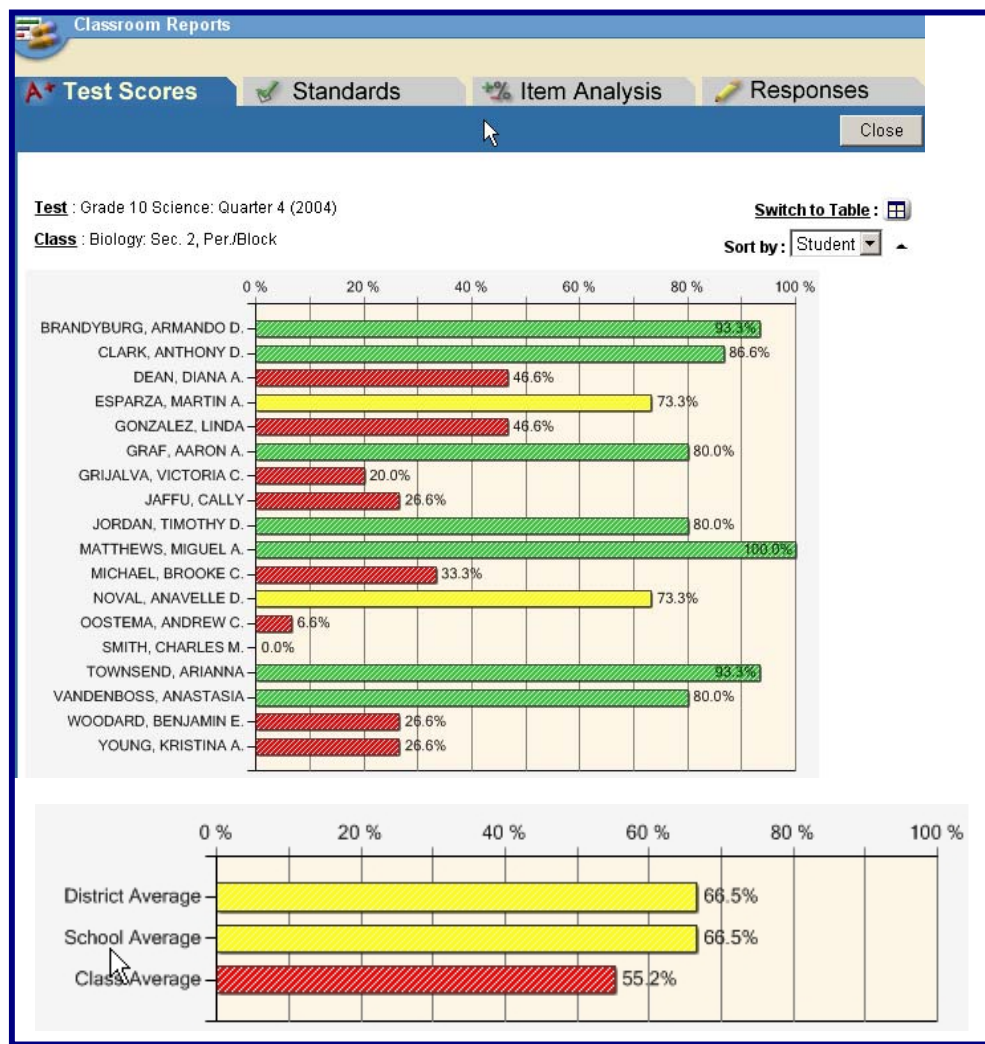
Section 3: Classroom Reports: TEST SCORES

After selecting the **A+** button you will arrive at the Classroom Reports page.

Note these 4 tabs: Test Scores, Standards, Item Analysis and Responses

1. Select the **Test Scores** tab.

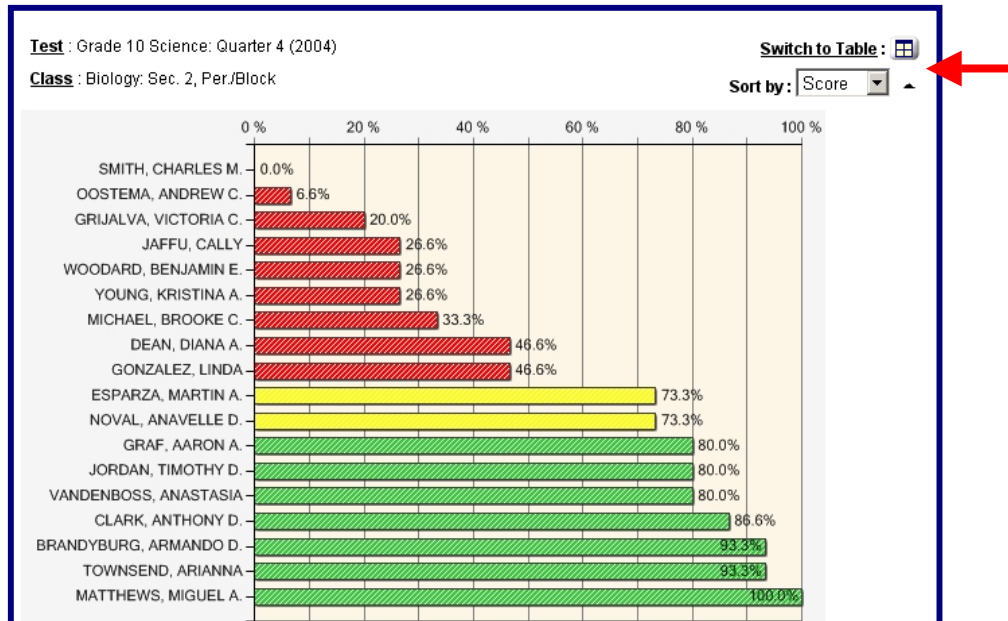
- Student scores display in graphical format, in alphabetical order.
- Colored bars next to Students Names represent their attained scores.
 - ◆ **Green:** 80% +
 - ◆ **Yellow:** 60% to 79%
 - ◆ **Red:** 0 to 59%
- District, School and Class Averages appear at the bottom of the screen



A C H I E V E M E N T S E R I E S

2. In the upper right corner of the screen, click the down arrow in the **Sort by** box and change the view to **Score**.

- Students' test scores will now display in ascending order.



3. In the upper right corner of the screen, click **Switch to Table**.

- Scores will be displayed in a table, sorted alphabetically by student name.
- Sort scores in ascending (descending) order by clicking the **Score** heading.
- Average Test Score, Highest Score and Lowest Score are available for the Class, District and School for easy comparison.

| A+ Test Scores | | | | | | | |
|--|------------|--------------------|---------------|-----------|-------------------|---------|------------------|
| | | Standards | Item Analysis | Responses | | | |
| Test : Grade 4 Language Arts | | | | | | | |
| Class : Grade 4 English: Sec. 1 | | | | | | | |
| Export XLS | | | | | | | |
| Student ▲ | Student ID | Score | Correct | Incorrect | Partially Correct | Omitted | Subjective Score |
| Azaria, Nicole | 007 | 0% (0/2.00) | 0 | 2 | 0 | 0 | 0/2 |
| Doryman, Shelby | 009 | 50.0% (1.00/2.00) | 1 | 1 | 0 | 0 | 1/2 |
| McMurray, Trafton | 006 | 100.0% (2.00/2.00) | 2 | 0 | 0 | 0 | 2/2 |
| Meadows, Chanda | 003 | 0% (0/2.00) | 0 | 2 | 0 | 0 | 0/2 |

| Summary | Average Score | Highest Score | Lowest Score |
|----------|---------------|---------------|--------------|
| District | 35% (0.7/2) | 100% (2/2) | 0% (0/2) |
| School | 35% (0.7/2) | 100% (2/2) | 0% (0/2) |
| Class | 35% (0.7/2) | 100% (2/2) | 0% (0/2) |

A C H I E V E M E N T S E R I E S

4. On the Test Scores table, click a *Student Name* to view his performance on each Item and on each Standard measured on the test.

| <div> A+ Test Scores Standards Item Analysis Responses </div> | | | | | | | |
|---|------------|--------------------|---------|-----------|-------------------|---------|------------------|
| Test : Grade 4 Language Arts Class : Grade 4 English: Sec. 1 Export XLS | | | | | | | |
| Student ▲ | Student ID | Score | Correct | Incorrect | Partially Correct | Omitted | Subjective Score |
| Azaria, Nicole | 007 | 0% (0/2.00) | 0 | 2 | 0 | 0 | 0/2 |
| Doryman, Shelby | 009 | 50.0% (1.00/2.00) | 1 | 1 | 0 | 0 | 1/2 |
| McMurray, Trafton | 006 | 100.0% (2.00/2.00) | 2 | 0 | 0 | 0 | 2/2 |
| Meadows, Chanda | 003 | 0% (0/2.00) | 0 | 2 | 0 | 0 | 0/2 |

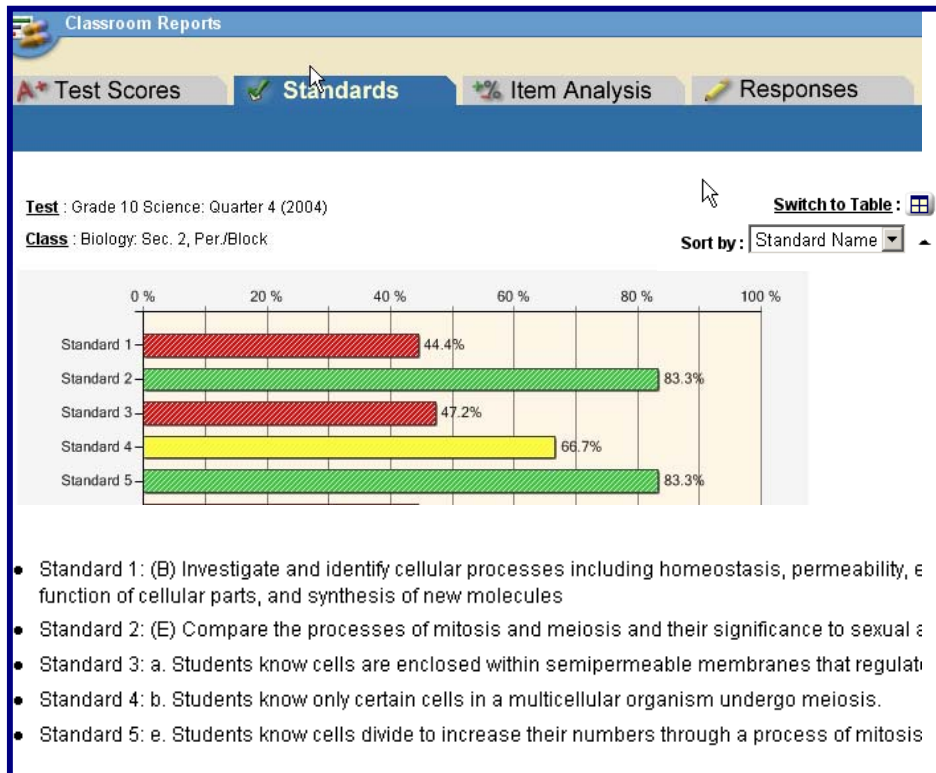
Click a Student Name on the Test Scores table (above) to get **Student Details**:

| Student Details Close | | | | | | | | | | |
|--|--------------|----------------|------------------------|---------------|--|---------|--------|---------|-------------------|----------|
| Student : Azaria, Nicole | | | | | School : Elementary Test School | | | | | |
| Student ID : 007 | | | | | Class : Grade 4 English | | | | | |
| Test : Conjunctions | | | | | Teacher : Jones, Shirley | | | | | |
| Score | Correct Item | Incorrect Item | Partially Correct Item | Omitted Item | Subjective Score | Version | Method | Date | Time Frame | Duration |
| 80.0% (4/5) | 4 | 1 | 0 | 0 | (4/5) | A | Online | 3/23/05 | 3/23/05 - 3/23/05 | 00:00:18 |
| Export XLS Count: 5 | | | | | | | | | | |
| Item | Item Type | Student Answer | Correct Answer | Points Earned | Standard | | | | | |
| 1 | MC | B | B | 1.00 | 1.1.1 Reading short sentences 1.1.2 Reading long sentences 1.2.1 Writing short sentences 1.2.2 Writing long sentences | | | | | |

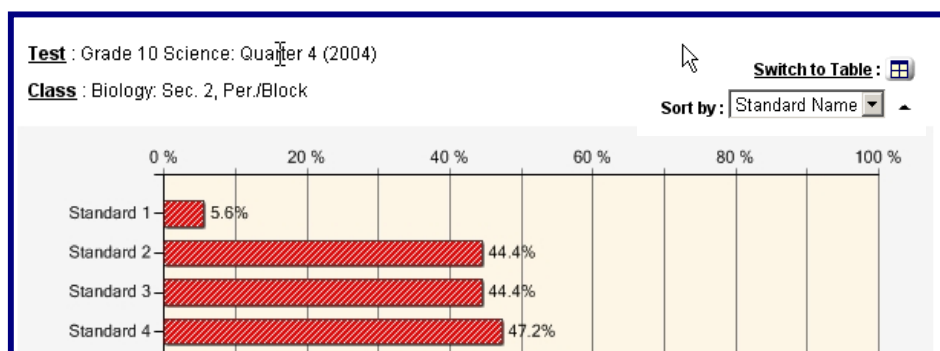
ACHIEVEMENT SERIES

Section 4: Classroom Reports: STANDARDS

1. On the Classroom Reports screen select the **Standards** tab.
 - Percentage Scores for each Standard are listed in graphical format.
 - Colored bars illustrate the achievement of each Standard (skill).
 - ◆Green: 80% +
 - ◆Yellow: 60% to 79%
 - ◆Red: 0 to 59%



2. In the **Sort by** box (upper right corner) change to **Score**
 - Standard scores display in ascending order. Issues are easily identified.



A C H I E V E M E N T S E R I E S

3. In the upper right corner, click **Switch to Table** to view Standards in a table format.
 - Click the Standard name to view detailed information.
 - Click the heading: **Class Score** to sort Standards outcomes in ascending or descending order. Teacher can quickly identify the skills that need immediate attention and can use this information to drive instruction.
 - School and District Scores are available for each Standard. Teacher can quickly compare the performance of his Class to students in the entire School or District that took the same test.

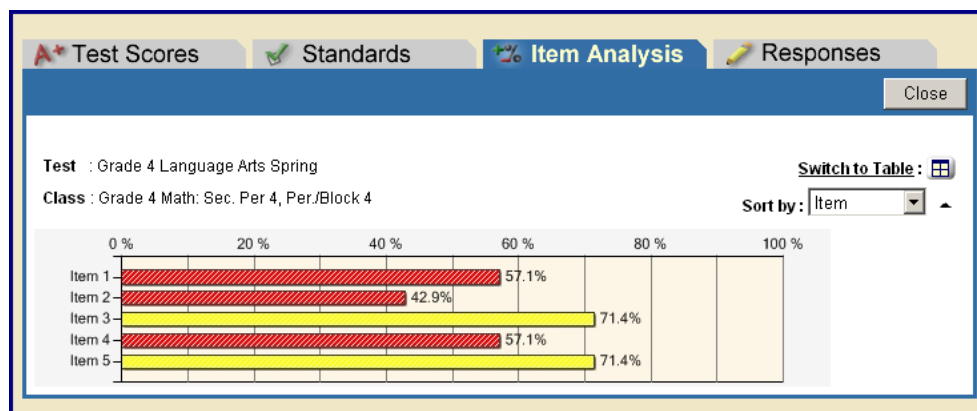
| Standard | Class Score | School Score | District Score |
|---|-------------|--------------|----------------|
| 1.1.2 Reading long sentences | 62% (3.1/5) | 62% (3.1/5) | 62% (3.1/5) |
| 1.1.1 Reading short sentences | 62% (3.1/5) | 62% (3.1/5) | 62% (3.1/5) |
| 1.2.2 Writing long sentences | 62% (3.1/5) | 62% (3.1/5) | 62% (3.1/5) |
| 1.2.1 Writing short sentences | 62% (3.1/5) | 62% (3.1/5) | 62% (3.1/5) |

ACHIEVEMENT SERIES

Section 5: Classroom Reports: ITEM ANALYSIS

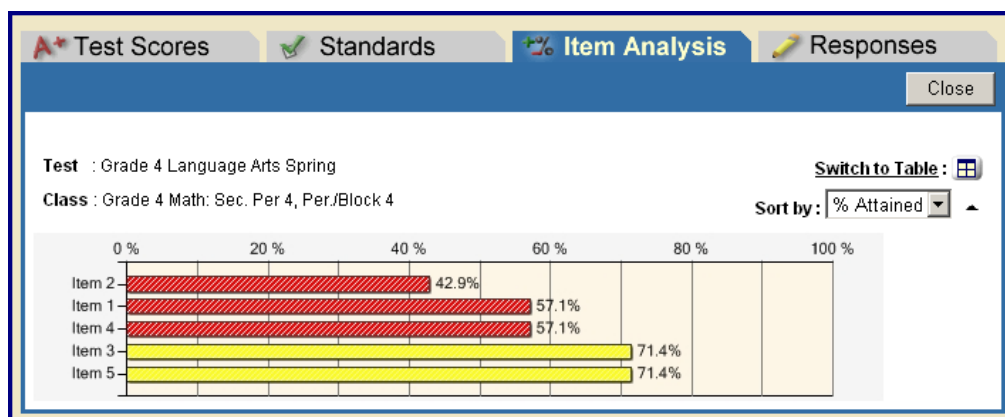
1. Select the **Item Analysis** tab.

- Percent of students attaining each item are displayed in graphical format.
- If multiple test versions exist, Item Analysis is normalized to Version A.
- Colored bars illustrate the class's attainment of each item.
 - ◆ **Green:** 80% +
 - ◆ **Yellow:** 60% to 79%
 - ◆ **Red:** 0 to 59%



2. In the **Sort by** box click the down arrow and select **% Attained**.

- Items are sorted by *least attained to most attained*.



A C H I E V E M E N T S E R I E S

3. In the upper right corner of the Item Analysis tab, click **Switch to Table.**
 - View *% Attained, Point Biserial, Distracter Analysis & Standards* by item.
 - Click the heading: **% Attained** to sort items in ascending / descending order.
 - Click an Item number to view the Item Details Report. (Refer to 4 below.)

| A* Test Scores Standards % Item Analysis Responses | | | | | | | | | | |
|--|-----------|------------|----------------|-----|-----|---|-----|---------|--|------------------|
| Test : Grade 4 Language Arts Spring Class : Grade 4 Math: Sec. Per 4, Per/Block 4 | | | | | | | | | | Switch to Graph: |
| Export XLS | | | | | | | | | | Count: 5 |
| Item | Item Type | % Attained | Point Biserial | A | B | C | D | Omitted | Standards | |
| 1 | MC | 57% | 0.06 | 1 | 4 ✓ | 2 | 0 | 0 | ■ 1.1.2 Reading long sentences ■ 1.1.1 Reading short sentences ■ 1.2.2 Writing long sentences ■ 1.2.1 Writing short sentences | |
| 2 | MC | 43% | 0.33 | 0 | 1 | 3 | 3 ✓ | 0 | | |
| 3 | MC | 71% | -0.10 | 5 ✓ | 2 | 0 | 0 | 0 | ■ 1.1.2 Reading long sentences ■ 1.1.1 Reading short sentences | |

4. After clicking an item number (previous screen) view **Item Details Report.**
 - View percent of students selecting each choice by Class, School & District.
 - Students are listed at the bottom of the screen with their answers to this item.
 - Wrong answers appear in Red bars and correct answers are in Gray bars.
 Extended Response answers are highlighted based on points earned:
 - ◆ Red: No Points ◆ Yellow: Partial Points ◆ Gray: Full Points
 - Click a *Student Name* for a Student Details Report. (*Sample on page 5.*)
 - In the upper right corner click the “eye” to view the actual question.

Item Details

Close

Test : Grade 10 Science: Quarter 4 (2004)

Class : Biology: Sec. 2, Per/Block

View Item :

Count: 4

Export XLS

| Answer | Class Percent | School Percent | District Percent |
|--------|---------------|----------------|------------------|
| A | 55.56% | 71.29% | 71.29% |
| B | 16.67% | 14.85% | 14.85% |
| C | 11.11% | 2.97% | 2.97% |
| D | 11.11% | 7.92% | 7.92% |

Export XLS

Count: 18

| Class Students | Answer |
|------------------------|--------|
| BRANDYBURG, ARMANDO D. | A |
| CLARK, ANTHONY D. | A |
| DEAN, DIANA A. | B |
| ESPARZA, MARTIN A. | A |

ACHIEVEMENT SERIES

Section 6: Classroom Reports: RESPONSES

1. Select the **Responses** tab.

- View students' responses to each item.
- Correct items are in "gray" boxes and incorrect items are in "red" boxes.

Tip! Extended Response answers are highlighted in yellow if partially correct.

- If multiple versions of a test were administered, Item Numbers and Answer Choices are *normalized* to Version A.

Test : Grade 10 Science: Quarter 4 (2004)
Class : Biology: Sec. 2, Per/Block

Export XLS

Count: 18

| Student | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| BRANDYBURG, ARMANDO D. | A | A | A | A | A | A | C | A | A | A | A | A | A | A | A |
| CLARK, ANTHONY D. | A | A | A | A | A | A | D | C | A | A | A | A | A | A | A |
| DEAN, DIANA A. | B | A | C | A | B | B | B | A | A | A | B | C | A | A | C |
| ESPARZA, MARTIN A. | A | C | A | A | A | A | D | | A | A | A | A | A | A | D |
| GONZALEZ, LINDA | A | B | A | B | B | A | B | B | A | A | A | B | A | B | B |
| GRAF, AARON A. | A | A | A | D | A | A | D | A | A | A | A | A | A | A | D |
| GRIJALVA, VICTORIA C. | D | D | A | D | D | A | D | D | D | D | D | D | A | D | D |
| JAFFU, CALLY | D | D | C | C | B | A | B | D | A | D | A | C | A | C | B |
| JORDAN, TIMOTHY D. | A | A | A | C | A | A | B | A | A | D | A | A | A | A | A |

2. Click a *Student Name* to view the **Student Details Report**.

- View Student's Test Score, Correct/Incorrect/Partially Correct Answers, etc.
- Total Score and Points Earned *by Standard* provide valuable information.

Student Details

Close

Student : BRANDYBURG, ARMANDO D.
Student ID : 358366
Test : Grade 10 Science: Quarter 4 (2004)

School : Scantron High School
Class : Biology
Teacher : Nguyen, Iva

| Score | Correct Item | Incorrect Item | Partial Credit | No Answer | Version | Method | Date | Time Frame | Duration |
|------------------------|--------------|----------------|----------------|-----------|---------|--------|---------|------------|----------|
| 93.3% (14.00/15.00) | 14 | 1 | 0 | 0 | A | Omr | 7/21/04 | 7/21/04 - | |

Export XLS

Count: 11

| Score | Points Earned | Standard |
|-------|---------------|---|
| 100% | 2/2 | (B) Investigate and identify cellular processes including homeostasis, permeability, energy production, transportation of molecules, disposal of wastes, function of cellular parts, and synthesis of new molecules |
| 100% | 1/1 | (E) Compare the processes of mitosis and meiosis and their significance to sexual and asexual reproduction |
| 100% | 4/4 | PO 1. identify the basic structures of various cells |